



Lewistown JSEC
Meeting Minutes
September 13, 2012

Prepared by Kristin Rutten, JSEC Coordinator

In Attendance

Oscar Cantu	Jeff Evans	Steve Phillips	Kristin Rutten
Tim Robbins, Region IV Director			

Absent

Terri Hall	Lauri Tognetti	Stephen Taylor	Roy Jones
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Previous Month's Meeting Minutes

Steve moved to approve the meeting minutes for August 2, 2012. Jeff seconded. Motion carried.

Treasurer's Report

No report given.

JSEC Coordinator's Report

Kristin shared pamphlets created in the past month – one for JSEC and a second for Job Service Business Services. These were distributed at the recent ABC Clinic. She also handed out copies of the Montana County Flier for Fergus County, which contains economic and demographic information. This information includes a listing of the Top 10 private employers in the county, as well as unemployment rates, population figures and other data from the Department of Labor & Industry's Research & Analysis Bureau.

Job Service Report

Kristin noted that there are currently 101 jobs listed with Job Service and the staff has been keeping busy covering the office amidst several out-of-town trips by various staff members for training and meetings. Recent visitors to the Lewistown office have included Tim Robbins, incoming Job Service Region IV Director, and Tanner Woodward, Region III Director.

Old Business

Assistance for Business Clinic: There were 32 registered participants of the ABC clinic (compared to 50 in 2011), 30 of which actually attended, 1 which called and cancelled the day before (refund requested), and one no-show. Net income from registrations was \$1550; expenses totaled \$1056.01 (does not include cost of notebooks); net income is \$493.99, compared to last year's net loss of \$271.79. Kristin offered a copy of the clinic evaluations for anyone who wanted to see it, as well as a summary of information relevant to JSEC which showed attendees heard about the clinic through a variety of avenues. Overall clinic feedback was generally positive. Suggested future presenters/topics included identity theft, SMDC, IRS, Social Security, general information on government agencies, and ag employee-focused material. The notebooks with our logo did not arrive until the day after the clinic, so will be held for future use, possibly face-to-face contacts with clinic attendees and/or area businesses during recruiting efforts. Kristin suggested imprinted highlighter pens & sticky notes/flags as a possible future promotional giveaway. In light of the registration cancellation/refund request, as well as the one no-show registrant, it was suggested we develop a policy to handle such situations. Those present recalled that a policy had already been approved in prior years, so **Kristin** will look back through the records to determine if that is the case and report back at the next meeting.

New Member Recruitment: Steve reported he had talked to Torie about the possibility of finding a replacement for her from CMMC, but he has not yet talked to CMMC personnel. Potential recruitment ideas were discussed, including targeting the county's Top 10 employers, pairing up as members to make face-to-face recruiting visits to area businesses, offering free admittance to JSEC members for all JSEC-sponsored events, including JSEC information in the Job Service's radio reports, and finding out what other JSECs do to recruit members. It was noted that as a group, we need to identify the benefits for potential recruits and be prepared to emphasize that information when recruiting. We agreed that **every member should identify one potential recruit which they personally would be willing to court and bring the name of that person to the next meeting for discussion** prior to actually approaching that person.

New Business

Future Workshop Ideas: Members brainstormed potential future workshops/presenters. **Kristin** will check into the possibility of bringing a popular past presenter, Steve Beck, back for a return visit and will also explore the possibility of JSEC working with SMDC and the BEAR team to help offer a marketing workshop. Tim suggested working with the state's Professional Development Center (PDC) to see what they could offer for workshop topics. **Kristin** will bring a list of possible PDC workshops to the next meeting. It was also agreed we should wrap a coordinating member recruitment plan into our next event, using free event entry for JSEC members and the opportunity to influence who or what we bring in as an incentive to join the group.

Meeting Dates: The possibility of changing our regular meeting date was discussed, in part because of anticipated scheduling conflicts in the coming months. The group elected to hold next month's meeting a week earlier than usual and discuss a more permanent change at that meeting.

The meeting adjourned at 1:10 p.m. The next meeting is scheduled for Thursday, October 4th at noon at the Lewistown Job Service.